

Central SRTS Data Entry Submittal Instructions

Version 1.4 (Revised December 10, 2007)

Introduction

The National Center offers centralized data entry to state and local SRTS programs in order to improve their ability to gather information and understand the results from their SRTS program.



Although the information you have collected is intended to help you understand the results of your local program or meet reporting requirements established by your State SRTS Program, it is also part of the Nation SRTS Tracking Project. As such, information from your program will be used to help understand the overall success of the SRTS program, as well as supply information about the program to Congress.

Complete Instructions

Please follow these simple steps to send your completed data forms to the National Center for Safe Routes to School for processing and data entry:

1. Collect information using the Student Travel Tally Sheet and/or the Parent Survey.
2. Gather all completed forms.
3. You will need to fill out two cover sheet forms (described below), plus additional copies of the second form for every additional school that provides data. The National Center has attempted to make these forms as simple and straightforward as possible.
 - a. Most of the information is probably very similar to the information requested as part of a funding application to your State's SRTS Program. Other information is directly derived from the data collection process, so should be available to the local SRTS program manager.
 - b. As a precaution to ensure that your data is properly handled and stored, it is necessary that these forms be filled out as completely and accurately as possible. If fields are left blank, it may be difficult to accurately return data to the local program.
4. Fill out the **Background Information Form**, which provides the necessary information to properly categorize and store your data for you to access later.
 - a. You may need to contact your local program applicant or manager for access to any information needed to complete the form.
 - b. Page 2 contains a list of most SRTS projects or activities associated with SRTS programs. Please fill this list out as accurately and completely as possible.
5. For **each school that has provided data**, complete a **School Information Cover Sheet**, which provides specific information about the SRTS activities at each school. This information is needed to allow local SRTS stakeholders to compare results between schools.
6. Place all the forms in the following order:
 - a. Background Information Cover Sheet (2 pages)
 - b. School Information Cover Sheet for first school (1 page per school)
 - c. All Student Travel Tally Sheets for first school
 - d. All Parent Surveys for first school
 - e. School Information Cover Sheet for second school (repeat "c" to "e" as needed for each school)
7. Send all materials to:
National Center for Safe Routes to School
Attn: SRTS Data Entry
730 Martin Luther King, Jr. Blvd, Suite 300
Chapel Hill, NC 27599-3430
8. You will receive an email from the National Center for Safe Routes to School when your data has been processed. That process will take approximately 2 to 4 weeks. The email will include information on how to log-in and access your data.

Data Entry Cover Sheet Instructions

(Please do not submit this page with your cover sheets and completed forms.)